



CALIFORNIA AIR RESOURCES BOARD

OPEN EXAMINATION

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

AIR RESOURCES FIELD REPRESENTATIVE I EXAM CODE: 5AR49

HOW TO APPLY

Applications are available and may be filed in person or mailed to:

Air Resources Board
Personnel/Examination Section
1001 "I" Street/P.O. Box 2815
Sacramento, CA 95812

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

If you need have a disability and need reasonable accommodation, mark the appropriate box on the "Application for Examination". You will be contacted to make specific arrangements.

FINAL FILING DATE: January 27, 2006

Applications (Form 678) must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered or received via interagency mail after the final filing date will not be accepted for any reason.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

NO WRITTEN TEST IS REQUIRED

QUALIFICATIONS APPRAISAL INTERVIEW

It is anticipated that interviews will be held during April/May 2006.

SALARY RANGE: \$3493 - \$4246

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date.

Qualifying experience may be combined on a proportionate basis if the requirements include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

EITHER I

One year of experience in the California state service performing the duties of a Vehicle Emission Test Specialist III or Instrument Technician I.

OR II

Three years of experience performing automotive mechanical repair or automotive mechanical inspection duties at least one year of which must have included experience in investigating consumer complaints regarding emission failures and tampering violations. (Experience in California state service applied toward this pattern shall include at least one year of experience at a level of responsibility equivalent to Instrument Technician I or Vehicle Emission Test Specialist III.) (College or trade school education in automotive engineering or automotive mechanics may be substituted for two years of the required experience on a year-for-year basis.)

ADDITIONAL DESIRABLE QUALIFICATION

Graduation from an accredited university, college, or vocational school.

SPECIAL REQUIREMENT

Possession of a valid California automobile driver's license.

SPECIAL PERSONAL CHARACTERISTIC

Willingness and ability to make frequent field visits away from established headquarters.

THE POSITION

The Air Resources Field Representative I is the entry level for this series. In a learning capacity and under close supervision, incumbents conduct routine tests and measurements; conduct surveillance/inspections at manufacturing plants, dealerships and at roadside inspection sites; identify visible smoke emissions; investigate complaints relating to emission control devices; conduct field studies and surveys relative to enforcement action; tabulate data and write reports; apply basic computer operating skills; provide assistance in conducting seminars and other public speaking engagements and perform other duties as required.

Positions exist in Sacramento and El Monte, CA.

EXAMINATION INFORMATION

This examination will consist of qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100%

SCOPE

In addition to the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis will be measured competitively, relative to job demands, based on each of the competitor's:

A. Knowledge of:

1. Complaint analysis and resolution procedures.
2. Hand tools, dynamometer and computerized emission test cell operation.
3. Basic electronic and mechanical engineering theory and principles of application.
4. Theory and principles of application.
5. Calibration gases and applied uses.
6. Field maintenance and calibration of infrared exhaust analyzers and other related equipment.
7. Automobile emission control components and engine diagnoses procedures.

B. Ability to:

1. Communicate effectively, both orally and in writing.
2. Meet the public and establish and maintain a cooperative relationship with dealership personnel and vehicle owners.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

AIR RESOURCES FIELD REPRESENTATIVE I
IB84-3935 Exam Code: 5AR49

FINAL FILING DATE: JANUARY 27, 2006

AIR RESOURCES FIELD REPRESENTATIVE I
Exam Code: 5AR49 (OPEN)

BULLETIN RELEASE DATE: JANUARY 06, 2006

3. Read and interpret Air Resources Executive Orders and manufacturer's technical manuals and specifications.
4. Apply the techniques needed in investigation and enforcement of laws, rules, and regulations pertaining to manufacturers, dealers, and citizens.
5. Interpret and tabulate laboratory emission test data.
6. Write reports and provide technical data as required.

ELIGIBLE LIST INFORMATION

A department eligible list will be established for the Air Resources Board. The list will be abolished **12** months after it is established unless the needs of the service and the conditions of the list warrant a change in this period.

VETERANS PREFERENCE CREDITS are granted and will be added to the final score of successful competitors who have requested these points.

CAREER CREDITS do not apply.

GENERAL INFORMATION

"The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our web-site at www.arb.ca.gov".

It is the candidate's responsibility to contact the Air Resources Board Exam Analyst, Martha Zarate, at (916) 327-2954 three days prior to the written test date if they have not received their notice.

For an examination without a written feature it is the candidate's responsibility to contact the Air Resources Board Exam Analyst, Martha Zarate, at (916) 327-2954 three weeks after the final filing date if they have not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach them prior to the day of the interview due to a verified postal error, they will be scheduled upon written request.

Applications are available at the State Personnel Board (SPB) offices, local offices of the Employment Development Department, the Air Resources Board and at SPB's website @ <http://www.spb.ca.gov>.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Air Resources Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which the examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified..

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examinations, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

Veterans Preference: California law allows granting of veterans preference points in **open entrance examinations and open nonpromotional examinations**. Credit in **open entrance examinations** is granted as follows: 10 points for veterans, widows or widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **open nonpromotional examinations** is granted as follows: Five (5) points for veterans; and 10 points for disabled veterans. Veteran's preference credits will be added to the final score of those competitor's who are successful in this examination, and who qualify for, and have requested these points. Due to the changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERAN'S CREDITS**. Directions for applying for veterans preference are on the Veterans Preference Application (Form 1093) which is available from the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814, and the Department of Veterans Affairs, P. O. Box 942895, Sacramento, CA 94295-0001.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described above, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of their experience. Evaluation of a candidate's personal development will include consideration of their recognition of their own training needs; their plans for self-development; and the progress they have made in their efforts toward self-development.

High School Equivalence: Equivalent to completion of the 12th grade may be demonstrated in any one of the following ways; 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

To obtain this document in an alternative format or if you have special accommodation needs, contact the ADA Coordinator at (916) 323-4916.

For specific examination questions contact the Exam Analyst at (916) 327-2954.

TTY/TDD/Speech-to-Speech users may dial 711 for the California Relay Service.

